KTJ PRIMARY SECONDARY
KOLEJ TUANKU JA'AFAR

Pastry and Bakery Assistant

Job type Full time, fixed term

Start date Earliest convenience

Apply by 11th September 2026

Salary We offer a highly competitive remuneration package which includes:

- Private healthcare
- Excellent Employee Provident Fund (EPF) savings contributions
- School places for staff children

Job Summary

The Pastry and Bakery Assistant is responsible for preparing and developing a variety of baked goods, as well as supporting the planning and coordination of food preparation within the Pastry and Bakery section of the kitchen. In this role, he or she ensures the consistent supply of cakes, pastries, desserts, bread, buns, and other bakery products for the Primary and Secondary School, Café, and Tuck Shop. He or she also plays an important role in maintaining high standards of food quality and presentation, while ensuring the kitchen complies with all health and safety regulations. This includes supporting adherence to proper hygiene and sanitation practices among all staff.

Kolej Tuanku Ja'afar
Syarikat Pendidikan Staffield Berhad (171840-W)
71700 Mantin, Negeri Sembilan, MY
T +60 6-850 5555
www.ktj.edu.my

bsa BOARDING SCHOOLS' ASSOCIATION CIS WE ARE AN ACCREDITED SCHOOL HMC COBIS ACCREDITED MEMBER

Job Description

At KTJ, we believe with a commitment to professional development, we offer opportunities for growth in a warm and welcoming student-centred environment. Join us and become part of a community that values creativity, embraces new ideas and encourages progressive thinking.

Key Duties

- To operate and manage the Bakery section of the kitchen and liaising with the Executive Chef/ Head of Catering Department to ensure a successful working environment.
- To be knowledgeable about all types of bread and baked products.
- To prepare ingredients, handle baking and other kitchen equipment.
- To create pastries, cakes, baked goods and confections by following a standard recipe form.
- To relay orders to his/her shift and ensure each menu item is prepared on time.
- Coordinate deliveries to cafes and daily events.
- To be responsible for stock and to control wastages. Monitoring the stock of baking ingredients.
- To assist in maintaining and improving budgeted food cost.
- To provide a courteous and professional service and ensure that any guest complaints are promptly rectified and communicated to the Executive Chef / Head of Catering.
- To maintain a clean and safe work area, including handling utensils, equipment and dishes.
- To have knowledge of proper food handling procedures and to remove expired or spoiled ingredients from the chillers, freezers and dry storage room.
- To be able to follow health and safety regulations and display organization skills to ensure the timely completion of kitchen duties.

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Personal characteristics and skills

- High level of integrity.
- Displays a strong commitment to delivering the best customer service.
- Cheerful and friendly interpersonal and communication skills.
- Proactive and the ability to work independently with minimal supervision.
- Knowledge of health and safety standards and the ability to handle cleaning chemicals safely.
- Excellent time management skills, ability to multitask and possess a systematic approach to work.
- Maintain professional image in communication and appearance.
- Core competencies include organization, preparation as well as time management skills and communication.
- A genuine interest in young people and their wellbeing.
- Affinity with the School's boarding ethos and with the values of Kolej Tuanku Ja'afar.

Recruitment Handbooks

KTJ Recruitment Handbooks for Malaysian Staff

KTJ Recruitment Handbooks for International Staff

About the School

KTJ is a thriving, not-for-profit international, day and boarding school set in the beautiful Malaysian countryside, an hour's drive south of Kuala Lumpur. The School was established in 1991 and caters to more than 1,000 students aged 3 to 19. The Primary School, which opened in 2013, follows the English National Curriculum in English and mathematics, alongside the International Primary Curriculum; while the Secondary School prepares students for IGCSEs and A Levels. KTJ Sixth Form students gain entry into top universities in the UK, US, Malaysia and around the world.

KTJ is a friendly and supportive environment for students and staff alike. More information on the School and conditions for teachers can be found in the attached

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documents or on the vacancies page of our website. On our website, you will also find a copy of the job description for a KTJ teacher.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to security vetting.

Make an application

Please submit a cover letter and a completed application form (available here), including contact details of three referees, one of whom should be your current employer, to the Human Resources Department, via: recruitment@ktj.edu.my.

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